

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

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RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

2nd January 2020

A meeting of the above Committee will be held in the Forest Suite at Ringwood Gateway on **Wednesday 8th January 2020** at 7.00pm and your attendance is requested.

Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meetings held on 4th December 2019

5. CARVERS CLUBHOUSE

To receive the Manager's monthly report (*Report A*)

6. EVENTS MANAGEMENT

To receive a report and consider recommendations from Ringwood Events Team (*Report B*)

7. SPECIALITY FAIRS REVIEW

To consider the Town Clerk's report and any proposal made at the meeting (*Report C*)

8. RINGWOOD & DISTRICT ANGLERS ASSOCIATION FENCE PROPOSAL

To consider a verbal report from the Town Clerk

9. PROJECTS

To receive an update on projects (*Report D*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Andrew Briers (Chairman)
Cllr Darren Loose (Vice Chairman)
Cllr Philip Day
Cllr Gareth Deboos
Cllr Hilary Edge
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Glenys Turner

Student Advisors

Rhys Phillips
Ruth Port

Copied by e-mail to other Members for information

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

8th January 2020

Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse which covers a period from October to mid December 2019 and will be supported by a verbal report at the meeting.

1. Overview

It has generally been a quieter time for the cafe compared to the summer and the centre but there are signs of increasing 'Winter' footfall and room hire has increased. Our biggest challenge has been staff sickness. There have continued to be some incidents of anti-social behaviour (but generally fewer than in the summer) and we have worked with the police and CCTV team at NFDC to tackle these issues.

For information, my working days will change in January to Wednesday, Thursday and Friday.

2. Tennis at Carvers

Members may recall in my previous report that there were very early plans in development for the use of the tennis courts at Carvers Recreation Ground. These of course are owned by Ringwood Town Council but are currently only really used by Ringwood School and very occasional hire from the community. The plans, which are in development with Phil Loose from Wimborne Tennis Club, are to trial children's lessons on a Saturday morning after the February Half Term for a period of 10 weeks. The sessions would run from 9am to midday and the ages would range from 5 to 11+. During the trial we won't charge anything for the use of the courts and the Clubhouse will be open for those sessions. If a success, then we will review the arrangements for the longer term.

3. Research into Youth Provision

Unfortunately, due to sickness the report from Sarah Clift has been delayed although we are expecting it early in the New Year. It is suggested that a Carvers Working Party meeting is convened before bringing the report and recommendations back to this committee.

4. Room hire

The table summarising the usage of the Centre is in Appendix 1 and a list of organisations that use the centre and services provided have been added to the end of the report as Appendix 2.

Room hire is still continuing to increase. We are also pleased to welcome some new groups using the centre. This includes a group of families who home educate their children and who are now meeting at Carvers on a Friday during the café opening times for social activities and potentially some other educational purposes in addition. In January we are pleased to welcome a 'baby massage' course for a 5-week trial period in our side room. I am also meeting with the new manager of 'Career Ladder' who is looking to use the centre to provide career advice to teenagers and young people pending discussions with the school.

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5. Activities and services

Half term was another very busy week at the centre with a sold-out Halloween Party for the under 6s and many people enjoying the craft activities. We are starting to plan for next summer and Charmaine will be attending a Pyramid meeting in January and will be discussing with the schools activities and support we can offer over the summer to disadvantaged children.

6. Cafe

One of our members of staff has been off sick for around 10 weeks. Thank you to Albert who has stepped in to cover all of these shifts in addition to his own. Fortunately, we had planned on reducing the winter opening hours so the café has been open 11:30-5 Wednesday to Friday, 10-5 on Saturday and 11-3 on Sunday.

Takings, although still a long way off the summer holiday period are up on average 120% on the same 5-week period as 2018 (November). It is pleasing that the increasing popularity of the café over the summer has continued over what is normally a very quiet time for the centre.

We don't have a comparison with other years, but staff have collected some basic footfall data. On a busier winter Saturday in October, 63 people come into the centre- 8 baby/children, 40 teenagers and 20 adults. The following day, on a far quieter day on paper (looking at takings) 44 people came into centre – 6 baby/children, 32 teenagers and 6 adults.

Ringwood Grand Fireworks was another very busy day and night for the centre and the team but was more manageable than 2018 with a temporary third member of staff in the kitchen.

During the Christmas holidays we have planned to close from Friday 20th December and the first week of the holidays when the Gateway is also closed. The café will be open for 3 days the week commencing 30th December and will have two members of staff working for the second part of the shift to see if that has an impact on any potential anti-social behaviour and to tackle some of the issues around lone working.

7. Marketing and promotion

The new Carvers Clubhouse website has now been launched (albeit 'softly'). Members will be invited to view the new site at the meeting.

We took advantage of the Christmas in Ringwood event by hosting the Kings Church Ringwood and Barbara Hall (and helpers) who both provide activities at the centre to promote some of what we do. Thank you to them for providing some lovely activities all day for children and families, the stall was very busy indeed!

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse
Direct dial: 01425 484727
Email: Charmaine.bennett@ringwood.gov.uk

Appendix 1: Activities and services hosted at Carvers

**New activities*

Café: youth and family friendly café with a range of toys and indoor/outdoor games (weather permitting), serving all day breakfast, lunch, ice cream and snacks.

Make and play: café aimed more specifically at meeting needs of young children and carers during term time school hours. Craft activities and more toys out. From October

Young Carers Youth Club: organised by Community First New Forest, a monthly youth club aimed specifically for young carers.

Red Box Service: community-based, not-for-profit initiative, which aims to support young people throughout their periods by providing red boxes filled with free period products to local schools and centres.

Book Swap: a free service for pre-schoolers to swap unused books

Breakout Youth: charitable organisation operating in Hants and Isle of Wight, offers a fortnightly youth group for LGBTQ+ young people

***Jiggy Wrigglers:** had previously trialled sessions at the centre, have now returned after a period using another community venue. They operate preschool music classes each Friday morning.

Free lunches: during summer holidays for young people who would normally receive free school meals. Provision may be extended to the infant school.

Twinkles Preschool Music Class: term time weekly singing and dance class for babies, non-walkers and Pre-school children.

Music Bugs: term time weekly singing classes for pre-school children

Family yoga: monthly yoga class for families with children from 3.5 years old

Ready, Steady Mums: a free, weekly friendly buggy walk group aimed at mums, dads and carers.

It's Your Choice: fortnightly Support Centre offering Information, Advice and Guidance to young people aged 11-25.

Rebel Fitness: Weekly exercise class, Monday evenings

Events: as well as supporting events in Carvers (such as fireworks night) we also run our own events for example pancake day race and the Easter Egg hunt

Craft Activities: we run special craft sessions, for example Mother's Day, Halloween

Private hires: we are available to hire and are gaining popularity with birthday parties etc

Appendix 2: Bookings and Activities

The table below summarises the usage of the Centre and activities which have been hosted at Carvers.

	Apr 18	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr 19	May	June	July	Aug	Sept	Oct	Nov	Dec
Fee paying (hours)	14	14	13	170	68	4	13	26	12	30	21	13	5	12	10	3	11	18	20	34	10
No charge (hours)	11	15	26	39	57	15	71.5	45	24	5	11	19	8	13	27	31	40	11	15	10	8
Cancell ed (hours)	2				2	2	2	2	9	2	3	6	10	4	4	7		0		2.5	2
Café	60	24	73	154	154	108	124	120	82	100	104	112	120	108	160	205	185	167	150	116	60.5
TOTAL hours (with café)	25 (85)	29 (53)	39 (112)	209 (363)	125 (279)	19 (227)	84.5 (208.5)	71 (191)	36 (118)	35 (135)	32 (136)	32 (144)	13 (133)	25 (133)	37 (197)	40 (245)	51 (236)	29 (196)	35 (185)	44 (156)	18 (78.5)

Public Events

1. Introduction and reason for report

- 1.1 Ringwood Events Team desires to present members with a report on events held in 2019 and to present proposals for events to be held in 2020 for consideration by members.

2. Background information

- 2.1 Ringwood has acquired a reputation for community events. The annual Carnival (organised by an independent charitable organisation) is well established and thriving. The biannual Pedal Car Grand Prix alternates between New Milton and Ringwood although the organisers of the New Milton event have announced that last year's event would be the last. The Rotary Club of Ringwood organises the Christmas Eve Carol Service in the Market Place that is in part sponsored by the Town Council. The Rotary Club has also organised the "Fanfare for Spring" event which has alternated with the Pedal Car GP but has indicated that they are unlikely to have the resources to organise the event into the future – the next event would be scheduled to take place in 2021. It has been suggested that the Town Council (through its Events Team) take on this event but at this stage, no recommendation is put forward.
- 2.2 The Town Council has (a legal) responsibility for one event annually which is Remembrance Day. In 2018 this involved a significant commitment but in 2019, the commitment amounted to little more than organising road closures and marshalling of the parade to and from the War Memorial.
- 2.3 In addition, the Town Council (through its "Events Team") has organised a number of successful events including a Street Party to celebrate the Royal Wedding of Harry and Meghan, Fireworks Displays and Christmas Lights switch on.
- 2.4 Each event has been a financial success and on no occasion has there been any need to call on either the General Reserve not the Reserve specifically designated for events. Every event to date has produced a profit. It is intended that more detailed financial information will be available at the meeting (or the subsequent Policy and Finance meeting) but as an outcome of the "Wash-Up" meeting held by the Team, it will be recommended that 8 additional radios be purchased (to supplement the 8 already owned by RTC) so that communication between organisers, security, stewarding and medical staff is enhanced, thereby enabling better arrangements during events to ensure the safety of all those attending or affected by the event.
- 2.5 The Committee is invited to consider arrangements for three events in 2020 namely Fireworks and Christmas Lights Market (repeats of 2019 events) and a new event to celebrate VE Day on 8th May 2020.
- 2.6 If it is decided that there should be a Fireworks display in 2020, there is an issue regarding the date. The Events Team recommendation is that this should be on Sunday 1st November to avoid clashing with Remembrance Day and other organisations holding their events on Saturdays.
- 2.7 The same applies to a Christmas Lights event. There is a view that "Christmas" should not start before December. There is a contrary view that delaying until 6th December (which would be the alternative date as the feeling is that the event

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should again be on a Sunday) would be too close to Christmas itself. The Events Team recommendation is that this should be on Sunday 29th November so that shops and other businesses in the Town Centre (outside the Furlong) benefit for a longer period from the increased footfall that the new lights have generated than would otherwise be the case.

- 2.8 In addition, the Events Team has been approached by the Royal British Legion (and others) with a request that the Town Council organise an event to commemorate the 75th anniversary of VE Day on 8th May 2020. The team would like to assist in putting on such an event but to involve other organisations.
- 2.9 A very rough outline would be to build on the successful format of the 2018 Royal Wedding event and provide:
 - 2.9.1 A large screen in the Market Place to broadcast National celebrations;
 - 2.9.2 A stage in the Market Place to feature period music and entertainment;
 - 2.9.3 A street party;
 - 2.9.4 A static display of military and other period vehicles;
 - 2.9.5 Food and drink outlets (but no fairground).
- 2.10 Detailed costings and a budget cannot be prepared until a decision in principle is made to proceed and potential sponsors and supporters are approached but experience suggests (particularly with regard to the 2018 Royal Wedding Event) that there is a reasonable prospect that such an event could be organised on a break even basis but that there is a higher than normal risk (because this would be an entirely new event and a “one-off”) that it would run at a loss.
- 2.11 When the income from an event exceeds the spending on it, the Events team usually recommends that this be transferred to the events Reserve mentioned above. Conversely, if an event makes a loss, the Team would expect this to be met from the Reserve. However, the final decision in either case will rest with the Policy & Finance Committee or the full Council.

3. Issues for decision and any recommendations

Members are invited to consider the following recommendations from the Events Team:

- 3.1 *That a recommendation be made to the Policy and Finance Committee that a further 8 radios be acquired at a cost of £300 to be financed from the Events Reserve.*
- 3.2 *That the Town Council should (with the assistance of the Events Team) arrange a Fireworks Display at Carvers Recreation Ground on Sunday, 1st November 2020.*
- 3.3 *That a recommendation be made to the Policy and Finance Committee that both the expenditure and income budgets for the 2020 Fireworks Display be set at £10,000.*
- 3.4 *That the Town Council should (with the assistance of the Events Team) arrange a Christmas Market and Lights Switch-on in the High Street and Market Place on Sunday, 29th November 2020.*
- 3.5 *That a recommendation be made to the Policy and Finance Committee that both the expenditure and income budgets for the 2020 Christmas Market and Lights Switch-on be set £10,000.*
- 3.6 *That the Town Council should promote an event to take place in the Market Place to celebrate VE Day and to that end will:*

- 3.7 *Create a working party to consist of the Town Council's Event Co-ordinator, members of the "Events Team" and such other persons as may be interested in the event in order to organise the same.*
- 3.8 *That a recommendation be made to the Policy and Finance Committee that expenditure and income budgets for the 2020 VE Day Anniversary event be set at £12,000 in both cases.*

For further information, contact:

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Speciality fairs held in Gateway Square

1. Introduction and reason for report

- 1.1 At its meeting on 5th September 2018 this Committee agreed that the possible renewal of licences for fairs after the end of 2019 should be considered at its meeting in July 2019 (minute ref. no. OS/5805 refers). Unfortunately, officers overlooked this when preparing the agenda for that meeting and as a result the licence for the Antiques and Decorative Arts Fair expired at the end of December 2019 with no provision having been made for its possible renewal.
- 1.2 The operator of the monthly Antiques & Decorative Arts Fair has reported that events in the autumn of 2019 were blighted by poor weather. Consequently, many stallholders chose not to attend and both footfall and takings were low.

2. Background information and options

- 2.1 A proposal regarding the holding of Antiques & Decorative Arts Fairs in 2020 is awaited from the operator and may be presented verbally at the meeting (by the operator herself or by officers).
- 2.2 If such a proposal is received, a speedy decision on whether to grant it is likely to be needed so that publicity and other advance arrangements can be made without delay.
- 2.3 No alternative or additional options have yet been received or specifically invited. It would be possible to explore alternatives but it seems unlikely that, at this stage, any alternative proposal could be devised, considered, approved and organized to start sooner than, say, June 2020.

3. Issues for decision and any recommendations

At the time of preparing this report it is impossible to say what issues (if any) members may be called to decide upon but the possibility of licensing events in 2020 needs to be held open. The terms of any proposal and decision will need to be made clear at the meeting itself.

For further information, contact:

Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk



Item No.	Name	Recent developments	Resource use				Finish in 2019-20?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2019-20 budget)								
A1	Play equipment replacement	Painting and snagging issues have been resolved. The final stage payment has been released.	£44,000 Reserves	£44,000	£44,000	Minimal	Finished	Funded £40K from earmarked reserve with balance from general reserve. This item will not be updated further.
A2	War Memorial repairs	Revised tenders have been received and the grant application submitted to War Memorials Trust.	£10,000 Grant and budget	£125	Uncertain	Significant	Very unlikely	Carried forward from 2018-19. Pre-application grant form has been approved by WMT. Awarding of the works contract and timing of the works will depend on the outcome of the grant application.
A3	Mansfield Road verge	Donations received from Rotary and Ringwood Society. Hampshire Highways and BT Openreach notified of intended planting.	£585 Donations	£0	£585	Minimal	Probable	Carried forward from 2018-19. The order for the plants is expected to be placed shortly
A4	Carvers Rec improvements	See minutes of November committee meeting.	£10,000 CIL	£4,300	£10,000	Moderate	Probable	Carried forward from 2018-19. Officers will work to implement the decisions taken in November in the New Year
A5	Grounds department workshop & store facilities	Tendering for the feasibility study is in hand.	£3,000 Budget	£0	£3,000	Moderate	Possible (study only)	Feasibility study into consolidating workshop and storage facilities in new secure facility (inc. financial impacts of implementation)
A6	Tree Management Plan - Survey	SLA entered into with NFDC. Updated advice received on progress and impact of Ash die-back. The first site reports now received.	£5,416	£0	£5,416	Minimal	No	An initial three-year programme to create a database to inform a rolling tree safety inspection regime across the Council's estate
A7	Tree Management Plan – Tree works	Tree works confined to urgent cases only pending outcome of survey work.	£8,060	£0	£8,060	Moderate	N/A	Implementation of the new policy on prioritised tree safety work



A8	Christmas Lights – Replacement/re-procurement	Officers working with contractor to implement agreed scheme.	£17,000 Budget	£0	£17,000	Moderate	Essential	A meeting between the panel members, the contractors and officers will be organised once the lights have been removed.
A9	Pocket Park Boardwalk	The Food Defence Permit has been issued and a purchase order placed. Work is expected to commence once ground conditions allow.	£15,585 Earmarked reserves	£11,085	£15,585	Moderate	Probable	The timber boardwalk is being replaced with one built from more robust and durable composite materials and the works have been arranged with regard to procurement, environmental protection, safety and insurance considerations.
Projects with budgetary implications (not included in 2019-20 budget but added since)								
Projects with no budgetary implications in 2019-20								
C1	Long Lane recreation facilities development feasibility study	Advice from NFDC and Hants FA officers on project development received.				Significant	Probable	A meeting of the Working Party is being arranged so that a full update can be presented and review undertaken.
C2	Bickerley drainage works	Details of the compensation claim have been received from the Council's agent.				Moderate	Probable	Officers are working to secure the promised management plan and conclude the compensation claim.